



# Iowa WorkSmart Project

## Frequently Asked Questions (FAQs)

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### **What is Workday?**

Workday is a cloud-based human resources and financial management application that will replace the State's current human capital and financial management legacy systems - Human Resources Information System (HRIS) and Integrated Information for Iowa (I/3).

### **Why is the State of Iowa implementing Workday?**

Implementing Workday will allow State government to better serve the people of Iowa and keep pace with modern private sector business practices.

It will equip the State of Iowa with the latest technology systems to conduct financial and human resources management and provide the following benefits:

- Customer-centric, cloud-based, mobile-enabled platform
- Improved administrative and IT efficiency
- Improved processing accuracy and controls
- Adaptive insights for budget planning enables collaborative financial planning/forecasting process
- Configurable without customization
- Predictable cost cycles
- Subscription as a Service (SaaS) - Upgrades included in annual subscription fee

The DOT successfully implemented HCM in 2019 and FIN in 2021.

### **What is WorkSmart?**

The Iowa WorkSmart Project (WorkSmart) is the implementation of Workday. The purpose of WorkSmart is to unite State government together behind one vision, as one team, with one resource.

The WorkSmart Team includes employees across State government who will provide input, information, and resources throughout the transition.

### **What is the scope of the WorkSmart Project?**

Workday includes both human resources and financial management components and will be implemented in two phases:

- Phase 1: Human Capital Management (HCM) includes human resource, payroll, and expense functions
- Phase 2: Financial (FIN) includes forecasting, budgeting, procurement, and expense accounting processes

### What systems will be impacted/replaced by the Workday implementation?

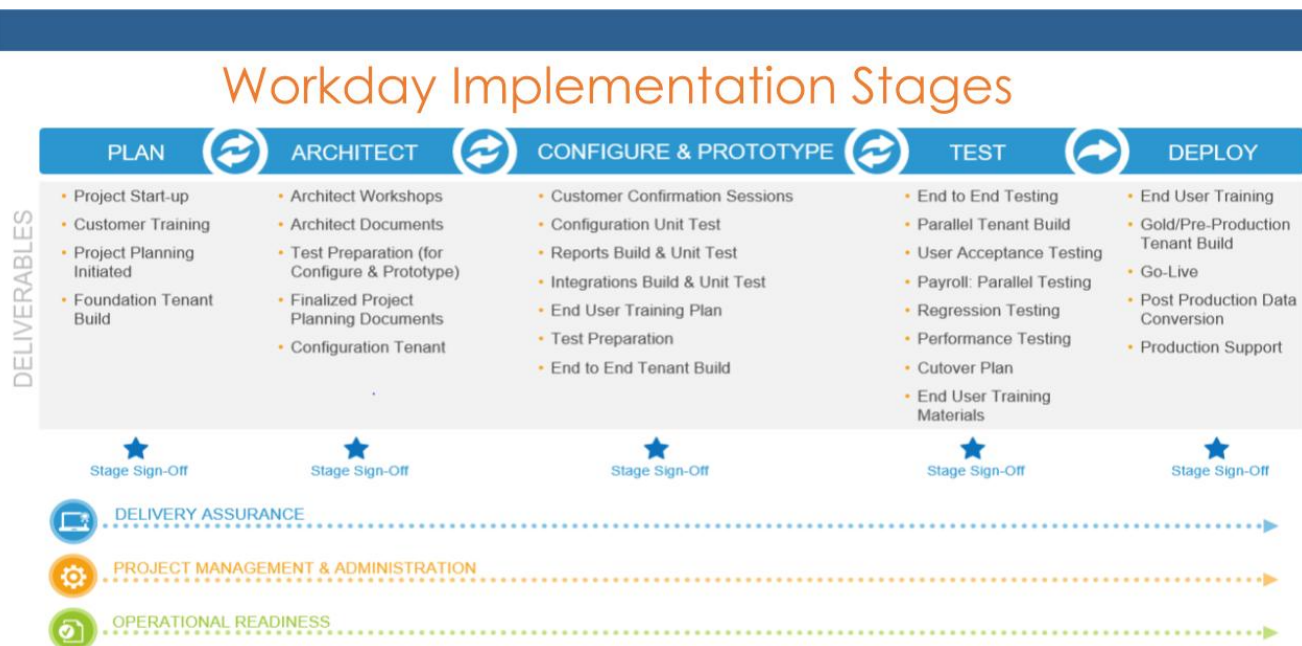
Workday will replace two of the State's current legacy systems - Human Resources Information System (HRIS) and Integrated Information for Iowa (I/3).

### When will we go live with Workday?

The target Go Live date for the Human Capital Management (HCM) phase of the project is 3rd Quarter 2021, followed by the Financial (FIN) in 2022.

### What is the State's implementation plan?

There are several steps in the implementation process: Plan, Architect, Configure & Prototype, Test, Deploy. Updated information will be provided throughout the project to keep State of Iowa employees and stakeholders informed.



### What processes will change for employees once the HC portion of Workday is implemented?

With Workday's Human Capital Management system (HCM):

Employees will be able to ...

- Electronically submit time off requests through Workday Employee Self Service.
- Access and complete performance plans and reviews on one global, web-based system.
- Easily submit personal data changes and career information to your personal profile.

Managers will be able to ...

- Review/approve time off requests electronically through Workday with access to team schedules to better manage department coverage.
- Track performance plan/evaluation completion dates.
- Directly initiate real time dashboards, calendars, team org charts with a one-stop view of team statistics such as years of service, time in current role, compensation, and performance history.

These are just a few examples of process changes Workday's HCM system will provide.

### **How will Workday affect me?**

State of Iowa employees will use Workday HCM for human resources and payroll functions including time and expense sheets, time off requests, processing of paychecks and more.

During Phase 2, Workday will also replace our financial system, Integrated Information for Iowa (I/3).

### **Will Workday replace staff?**

Workday will enhance productivity, allowing employees to achieve greater effectiveness as well as reduce risks associated with aging technology applications. These improvements will allow State employees to focus on more meaningful work that is aligned with the State's vision and goals.

### **How will employees be trained to use Workday?**

A variety of methods will be used to train end users. This includes job aids, how-to videos, webinars, and on-location assistance from trained staff. Regular employees who require only basic use of Workday will be provided with job aids, quick reference guides and videos that they can access prior to implementation and during go live.

### **How will managers be trained to use Workday?**

Training will be provided to HR personnel and Managers/Supervisors - those who will have a more robust role in Workday. Select agency staff will also be trained to assist with the Workday roll out.

### **Where will training materials be housed?**

Training materials will be housed on the [Iowa WorkSmart website](#).

### **Who do I contact if I have questions about Workday?**

Visit the official website - [WorkSmart.iowa.gov](http://WorkSmart.iowa.gov) - for more information and updates throughout the implementation, or email the WorkSmart Team at [WorkSmart@iowa.gov](mailto:WorkSmart@iowa.gov) with any questions.

Agency contacts will be identified throughout the WorkSmart implementation project.